

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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SUBJECT: Department of Transportation Federal
Equal Opportunity Recruitment Program Plan

DATE: FEB 2 1987

This letter transmits the Department of Transportation's Federal Equal Opportunity Recruitment Program Plan. All Operating Administrations' headquarters and field installations are covered by this plan and are responsible for its implementation.

Please note that the plan requires each Operating Administration to submit annual fiscal year recruitment priorities and plans, on the attached form, to the Departmental Office of Personnel, Special Programs Staff, by December 31 of each year.

Attachment


Director of Personnel

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FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM PLAN

1. PURPOSE.

This letter provides Departmental Federal Equal Opportunity Recruitment Program (FEORP) policy and guidelines for the development and implementation of FEORP plans within the Department.

2. REFERENCES.

- a. Title 5, United States Code, section 7201
- b. Title 5, Code of Federal Regulations, part 720
- c. Section 717 of the Civil Rights Act of 1964
- d. Federal Personnel Manual (FPM) Letter 720-2, Federal Equal Opportunity Recruitment Program

3. SCOPE.

The provisions of this letter apply to the Office of the Secretary of Transportation, the Operating Administrations (OA), and the Office of Inspector General, herein collectively referred to as the OAs. Any OA which is required under the Equal Employment Opportunity Commission (EEOC) instructions to prepare an Affirmative Action Plan is required to develop and implement a FEORP plan. Within the Department of Transportation (DOT), plans are required for each OA, as well as each organization which has appointing authority within the OAs.

4. PROGRAM RESPONSIBILITIES.

- a. The Assistant Secretary for Administration has primary responsibility for Departmental personnel management policy, direction, and control with regard to FEORP plans within DOT.
- b. The Director of Civil Rights has primary responsibility for monitoring and evaluating the effectiveness of FEORP with regard to DOT's Equal Employment Opportunity Program and including FEORP plans with the Affirmative Action Program Plans submitted to EEOC.
- c. The Director of Personnel has the responsibility to identify and define the requirements for new or revised Departmental personnel-management policies, plans, and proposals with regard to FEORP. In addition, the Director is responsible for providing guidance and technical assistance to the OAs in carrying out their FEORP plans.

- d. Heads of Operating Administrations have responsibility for developing and implementing FEORP plans within these guidelines and those contained in the above references.
- e. All DOT officials, supervisors and managers having responsibility for FEORP implementation will be evaluated on their effectiveness and achievements as part of their periodic performance appraisals.

5. ASSESSMENT OF UNDERREPRESENTATION.

- a. Underrepresentation is a situation in which the percentage of representation of a minority/sex group within a category of civil service employment constitutes a lower percentage than the percentage of representation of that minority/sex group in the civilian labor force.

- b. Summaries of determinations of underrepresentation based upon the Department-wide work force profile and national civilian labor force data are as follows:

- (1) underrepresentation of minority/sex groups by Professional, Administrative, Technical, Clerical, and Other, (PATCO) categories.

PATCO Category	<u>White</u>		<u>Black</u>		<u>Hispanic</u>		<u>Asian Amer./ Pacific Is.</u>		<u>Amer. Ind. Alaskan Nat.</u>	
	<u>Female</u>		<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
P	X			X		X		X		X
A	X			X	X	X	X	X	X	X
T	X			X		X		X		X
C					X		X			
O									X	X

- (2) underrepresentation of minority/sex group for mainstream occupations with 100 or more employees.

Series	<u>White</u>		<u>Black</u>		<u>Hispanic</u>		<u>Asian Amer./ Pacific Is.</u>		<u>Amer. Ind. Alaskan Nat.</u>	
	<u>Female</u>		<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
0301	X			X	X	X	X			X
0334	X				X	X	X			X
0345			X		X	X	X	X	X	
0525	X				X				X	
0801	X			X		X		X		X
0802	X			X		X		X		X
0810	X			X		X		X		X
0855	X			X		X		X		X
0856	X			X		X		X		X
0861	X			X		X		X		X
1102					X		X			
1825	X		X	X	X	X		X		X
2152	X			X	X	X	X	X		X
2154	X			X		X		X		X
4749	X		X	X		X		X		X

- c. A detailed index of underrepresentation for each minority/sex group by occupational categories and grade groupings is maintained in the Departmental Office of Personnel.
- d. OAs will make an annual assessment of underrepresentation by which progress toward eliminating underrepresentation can be measured.

6. RECRUITMENT PRIORITIES.

- a. The Department's overall goal is to eliminate underrepresentation in each minority/sex group in the DOT work force by occupational category and grade. However, priority efforts are placed on the recruitment of females (in all racial/ethnic categories) and Hispanics in the professional, administrative, and technical occupational categories. On a Department-wide basis, these are the groups which are the most severely underrepresented and will have the greatest impact toward achieving the overall goal.
- b. OAs and field priorities should be based upon the occupations and grade levels in which the greatest degree of underrepresentation exists locally, projected job openings and available staffing options.
- c. OAs and field plans will include an analysis of projected vacancies in occupational categories which are expected to be filled in the current year and on a long-term basis (based upon anticipated turnover, expansions, hiring limitations, budgetary constraints and other relevant factors). They will also identify the various staffing options expected to be used for filling those vacancies through external and internal recruitment.

7. EXTERNAL RECRUITMENT ACTIVITIES.

- a. OAs and field plans will identify targeted recruitment activities to be used to increase the number of applicants from underrepresented groups for positions in the occupational categories selected. Recruitment efforts should be directed toward sources which can reasonably be expected to provide prospective applicants for a specific occupational category (for example, recruiting engineers through contacts with colleges and universities with large minority or female enrollments that offer programs in engineering). The decision on the external recruitment mechanisms to be used depends on the local employment situation. Problems and barriers to effective recruitment should be noted, and, in particular, those for which Office of Personnel Management assistance may be needed.

b. OAs may utilize, but are not limited to, the following recruitment activities.

- (1) Establish and maintain scheduled contacts with women and minority organizations and educational institutions, advising them of staffing needs and seeking their assistance in publicizing these needs.
- (2) Establish with colleges and universities with minority and/or female enrollment, cooperative education programs which provide for noncompetitive conversion to permanent positions.
- (3) Utilize name requests when qualified minority or female candidates have been recruited.
- (4) Take advantage of authorities which allow noncompetitive conversion to career or career-conditional appointment (e.g., Veterans Readjustment Appointment Authority, Presidential Management Interns, Cooperative Education Students).
- (5) Participate in ethnic/female events such as National Afro-American Black History Month, National Hispanic Heritage Week, Asian/Pacific American Heritage Week, and Federal Women's Program activities, including attendance at local/state job fairs and career opportunity visits.
- (6) Identify positions which can be filled on a part-time temporary, and term basis in order to increase an applicant's chances for regular full-time employment.
- (7) Establish equal employment opportunity recruitment files in order to give future consideration to members of underrepresented groups who submitted applications after job announcements closed and/or when there were no suitable vacancies.

8. INTERNAL RECRUITMENT ACTIVITIES.

- a. Where qualified or potentially qualifiable members of an underrepresented minority/sex group are concentrated in lower grades, internal recruitment (or a combination of internal and external recruitment) may produce a representative pool of applicants for positions where underrepresentation has been identified. OA and field plans will identify activities to be used to increase the number of applicants from underrepresented groups from within the existing work force. The decision on the internal recruitment mechanisms to be used depends on the local employment situation.

b. OAs may utilize, but are not limited to, the following activities.

- (1) Review vacancies for restructuring of positions in order to fill vacancies in accordance with Upward Mobility Program Plans. (See Departmental Personnel Manual Chapter 713, Department of Transportation Upward Mobility Program Plan.)
- (2) Provide new work experience in different positions through details and temporary promotions.
- (3) Create bridge positions to allow movement from clerical to technical/administrative positions.
- (4) Create internal applicant pools and skills inventory files for automatic referral of qualified handicapped applicants to selecting officials.

9. REPORTING REQUIREMENTS.

OAs are required to make annual assessments of underrepresentation and review and update FEORP plans as necessary. Current fiscal year recruitment priorities and plans should be submitted in the attached format to the Departmental Office of Personnel by December 31 of each year.

SUGGESTED FORMAT FOR THE FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP) PLAN

AGENCY: _____ PERIOD COVERED BY PLAN -- FY _____
 CONTACT'S NAME _____ TELEPHONE NO.: _____

RECRUITMENT PRIORITIES TARGETED GROUP (S)	GRADE LEVEL(S)	OCCUPATION(S)	RECRUITMENT METHODS/SOURCES	TARGET DATES
				1981

(N The above should reflect recruitment priorities
 grc . . . In addition, it is not necessary to include the
 - not a complete list of all underrepresented
 representation indices.)